

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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1. Application Date 5-22-72		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAY 24 1972 143 MAY 25 1972	
2. Agency Application No. MS 103				3. AGENCY, Division, Subdivision & Administering Office Address State Merit System Personnel Transactions Division 244 Washington Street, S. W. Atlanta, Georgia 30334	
4. Person to Contact H. W. King				5. Working Title Asst. Division Dir.	
				6. Tel. No. 656-2730	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates 1969 to date		9. EXACT SERIES TITLE Appointment Certification Files Request for Certification			
10. What function performed resulted in creation of this series When a department desires to fill a vacancy, they submit a Request for Certification. The Merit System, by EDP methods, provides a certificate of eligibles, arranged in grade order of those persons who have passed the open competitive examination, or the competitive examination. The department appoints an applicant from the certificate, and returns it to the Merit System. The register is updated on the basis of the action taken on the Certificate. If the department desires to non-competitively promote, transfer, demote, or reappoint an individual, they submit a Request for Certification, nominating the individual. The Merit System evaluates the qualifications of the nominee, accepts or rejects the proposed action, and returns the certificate to the department.					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any Pending and completed Requests for Certification. Request for a regular or temporary appointment, or a competitive promotion, will have a certificate of eligibles attached. Filed by department, in numerical order of request number, by fiscal year.					
12.					
EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		21	31.5	7 10.5	
Legal-size File Drawers				In Office(s) In Storage Area(s)	
				37	
State Records Center			16	By Annual Accumulation	
				This Year's Last Year's Preceding Year's All Prior Years	
				AVERAGE DAILY REFERENCES	
				300 1 0 --	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published?
Number and type summarized daily. Annual report gives totals. ☒ [X] ☐ []
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series document policies and procedures of agency's operation or function? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☒ [X] ☐ []
21. Does the record series contain documentation produced as EDP printout? ☒ [X] ☐ []
22. Is the series affected by Federal or grant funds? ☒ [X] ☐ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 4 years:

a. ☒ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Merit System Act (Act 12, approved 3/10/71, as amended) as contained in Merit System Rules and Regulations paragraph 3.803. May be amended by the State Personnel Board.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☒ Hold in current files area month(s)/ 1 year(s), then:

1 ☐ Destroy.

2 ☒ Transfer to records center; hold 4 year(s), then:

a ☒ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(Remarks Attached)

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by <i>Edith Stone</i>	Recommendations prepared by <i>Hickory</i>	Approved for Division Date <i>Kevin Clarke</i> 5/22/72	Records Management Office Date <i>Kevin Clarke</i> 5/22/72
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Swan</i>	5/22/72
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	XXXXXXXXXXXXXXXXXXXX Dept. of Audits	5-24-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State/Designee <i>Carroll Kay</i>	4-24-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	XXXXXXXXXXXXXXX Dept. of Law <i>Robert H. Shell</i>	5-25-72

STATE MERIT SYSTEM OF PERSONNEL ADMINISTRATION
Administrative and Staff Services Division

The Administrative and Staff Services Division is responsible for providing administrative support to the State Personnel Board, the Commissioner of the Merit System, and the Merit System Office staff. This support includes, but is not limited to, providing and maintaining office space and equipment, administering the personnel program for the Merit System staff; and providing fiscal and records management services.

Appl
No

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Description

APPOINTMENT CERTIFICATION FILE - Documents relating to pending and completed requests for certification. Included are requests for a regular or temporary appointment or a competitive promotion with certificate of eligibles attached. File is arranged by Departments in numerical order of request number; thereunder chronologically by calendar year.

Disposition

Cut off file at end of each calendar year; hold in current files area 1 year; then transfer to State Records Center; hold 4 years; then destroy.

APPROVED: 05/25/72.

Note: Agency has been using Calendar year even though the schedule says cut off FY for years and the RC has been accepting no change needed

8/42/79

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MERIT SYSTEM OFFICIAL REGISTER FILES - Documents relating to the official record of each person applying for an examination and the results thereof. Included only is a monthly computer printout. Files are arranged by class number by date of examination.

Cut off files at end of each fiscal year; hold in current files area 2 years; then transfer to State Records Center; hold 4 years; then destroy.

APPROVED: 05/25/72.

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APPLICANTS AVAILABILITY FILE - Documents relating to maintaining current information on the name, address and availability of each applicant. Included are message to applicant forms; reply; and letters from applicants and agencies. File is arranged chronologically by fiscal year; thereunder alphabetically by name of applicant.

Cut off file at end of each fiscal year; then transfer to State Records Center; hold 5 years; then destroy.

APPROVED: 12/04/72.

73-41

HEALTH INSURANCE MONTHLY REPORT FILE - Documents relating to receiving from State Agencies monthly Health Insurance Reports and checks covering contributions. Included are reports of health insurance transactions and monthly statements of contributions, including contributions by employees, matching contributions by State, and additions and terminations to coverage. File is arranged chronologically.

Cut off file at end of each fiscal year; hold in current files area 1 year or until State Audit is completed, whichever is later; then transfer to State Records Center; hold 4 years; then destroy.

NOTE: Records involved in any claim or expenditure which has been questioned shall be retained until necessary adjustments have been resolved.

APPROVED: 01/29/73.